

COUNCIL POLICY STATEMENT

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| Policy No. | 69 |
| Date Issued | February 1, 2005 |
| Effective Date | February 1, 2005 |
| Cancellation Date | |
| Supersedes No. | |

General Subject: CITY SUPPORT OF THE USE OF VOLUNTEERS

Specific Subject: VOLUNTEER USE POLICY

Copies to: City Council, City Manager, City Attorney, Department Heads and Division Heads,
Employee Bulletin Boards, Press, File

BACKGROUND:

Volunteers are currently a vital part of City's efforts to provide top-quality services to our citizens and customers. Examples of departments/divisions regularly using volunteers are: the Adult Literacy Program, Arts Office, Library, Police, and Recreation. These volunteers perform valuable services including computer data entry, tutoring, serving as docents and assisting the Police Department with special events.

As the population of Carlsbad grows, it is essential to encourage even greater involvement of volunteers by providing a specific City Council policy direction, highlighting the importance of volunteers to the City, and removing administrative and organizational obstacles that may currently exist.

PURPOSE:

It is the City Council's intent to actively promote the involvement of volunteers in helping to carry out the City's mission and enhance its programs through clarifying guidelines outlined in existing City's policies. It is also the City Council's intent to identify the resources available to departments to assist them in having the best possible volunteer experience.

POLICY:

The City of Carlsbad is committed to creating the best possible relationship with our volunteers. Part of that commitment involves establishing a clear understanding of the expectations for volunteers and the high level of commitment Carlsbad extends to its volunteers. Each volunteer for the City of Carlsbad is considered a valued and important member of the team. In addition to the services provided, citizens who volunteer their time to the City are helping to create a stronger connection between their municipal government and the public served by City programs. Volunteers receive the satisfaction of knowing that they have contributed to the quality of life of all who live, work or play in Carlsbad.

While the focus of this policy is on those who volunteer directly with the City of Carlsbad, this policy also acknowledges that many City employees volunteer their personal time and energy to a wide variety of other organizations that benefit the community, including social services agencies, youth organizations, sports leagues, educational programs, and many others. The City Council appreciates the contributions of all volunteers.

PROCEDURE:

The City is desirous of using volunteers to assist in the delivery of services to its citizens. In establishing this policy, the following previously established parameters are clarified and gathered for reference:

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1. The volume of services the City provides will be augmented through a strong cadre of volunteers. Volunteers will not be used as a means of replacing a full-time or part-time employee.
2. Volunteers are individuals who are unpaid and willing to provide service without expectations of continued service.
3. Volunteers are covered by Workers Compensation Insurance (for medical expenses only) if they are injured while performing their assigned volunteer duties.
4. Volunteers are covered by the City's automobile insurance policy while driving City vehicles and are eligible for the City's mileage reimbursement program if they are driving while performing their assigned volunteer duties.
5. Volunteers may be asked to perform a confidential assignment and may be required to sign a confidentiality agreement.
6. Volunteers will be allowed to use City equipment, including computers, in accordance with Administrative Order No. 53 to carry out their assigned duties.
7. Volunteers may take advantage of training opportunities offered by the City (if space is available) in order to enhance their skills and be better able to perform their work as a volunteer.
8. The City's Workplace Security Program and Respectful Workplace & Non-Discrimination policy apply to individuals involved in the City's operation, including volunteers.
9. Volunteers will be provided with a workspace and the tools necessary to carry out their duties.